

**State of New Mexico  
Children, Youth and Families  
Information Technology Agreement  
Contract 13-690-15244  
Amendment No. One**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **Children, Youth and Families**, hereinafter referred to as the "Procuring Agency," and **The Regents of the University of New Mexico**, herein after referred to as the "Contractor".

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

1. **Terms and Conditions.**

**ARTICLE 3 – COMPENSATION – Paragraph B**

B. **Payment.** The total compensation under this Agreement shall not exceed \$1,992,576.00 including New Mexico gross receipts tax.

**ARTICLE 5 – TERM**

THIS AGREEMENT SHALL NEITHER BE EFFECTIVE NOR BINDING UNTIL APPROVED BY THE DoIT.

This Agreement shall terminate on **June 30, 2014**, unless terminated pursuant to Article 6. No contract term, including extensions and renewals, shall not exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

All remaining articles of the original contract remain the same.

2. **Exhibit A – Scope of Work**

The Scope of Work is hereby amended to add the following Deliverables for FY14.

### 3. Deliverables

**Objective #1: To maintain the PreK Program website and the data collection for the State of New Mexico.**

#### **A. MAINTAIN AND SUPPORT OF [www.NewMexicoPrek.org](http://www.NewMexicoPrek.org) WEBSITE AND DATABASE**

<u>Deliverable 7</u>		<u>Due Date</u>	<u>Compensation</u>
Maintain and support <a href="http://www.NewMexicoPrek.org">www.NewMexicoPrek.org</a> website and database		Monthly through June 30, 2014	\$8,445.50 per month including NMGR. Not to exceed a total of \$101,346.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION	
Maintain and support the PreK Program website and the data collection system	Sub 1	The Contractor shall: <ul style="list-style-type: none"> <li>• Provide web designer services.</li> <li>• Provide data programmer services.</li> <li>• Maintain the PreK website including a public area for access by the general public, links to other appropriate websites and information, and a webpage for each funded PreK program that shall include program information, a list of services, and program contact information.</li> <li>• Continue maintenance of the PreK website on monthly regular basis or if needed sooner.</li> <li>• Maintain software and hardware as needed for all current functions of the website and the database. Contractor shall provide CYFD a list of all software and hardware changes made.</li> <li>• Maintain a contractor listserv for the Procuring Agency for ongoing communication.</li> </ul>	
	Sub 2	The Contractor shall: <ul style="list-style-type: none"> <li>• Submit invoices on a monthly basis in the approved format to Procuring Agency's Program Manager for review and acceptance.</li> <li>• At the end of each quarter, Contractor shall submit quarterly reports to Procuring Agency in the approved format for review and acceptance.</li> <li>• Train, and evaluate performance of staff in order to support the PreK Program website and the data collection system.</li> <li>• Attend weekly meetings as required by the Procuring Agency.</li> </ul>	

#### **B. DATA COLLECTION AND REPORTING**

<u>Deliverable 8</u>		<u>Due Date</u>	<u>Compensation</u>
Data Collection		Monthly through June 30, 2014	\$4,450.34 per month including NMGR. Not to exceed a total of \$53,404.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION	
Support programs and procuring agency in collection of data	Sub 1	The Contractor shall: <ul style="list-style-type: none"> <li>• Provide training and technical assistance support to CYFD PreK programs to use the data collection system.</li> <li>• Monitor procedures for collecting, and organizing information for input into the data system.</li> <li>• Assist all data system users in accessing and using the database information system.</li> <li>• Manage and maintain the PreK data collection system, ensuring consistency</li> </ul>	

		and integrity of data according to industry database maintenance standards. <ul style="list-style-type: none"> <li>• Oversee collection and reporting of PreK demographics, statistical and assessment information.</li> <li>• Perform ongoing assessment to enhance and modify existing data system to support all aspects of data management.</li> </ul>
<b>Process the New Mexico PreK Observational Assessment data</b>	Sub 2	<ul style="list-style-type: none"> <li>• Process the New Mexico PreK Observational Assessment data submitted by all PreK funded programs.</li> <li>• Aggregate the data; and</li> <li>• Maintain required reports for submission to CYFD in the approved format for review and acceptance.</li> </ul>
<b>Support the Procuring Agency in performance monitoring</b>	Sub 3	<ul style="list-style-type: none"> <li>• Generate monthly reports that include current children enrolled in the PreK Program and statistical information related to PreK teacher licensure and education status and submit to the Procuring Agency in the approved format for review and acceptance.</li> <li>• Provide data download as requested for ad hoc reporting</li> <li>• Support PreK Program Manager in maintaining and/or improve an organized system for document retention as required for the New Mexico PreK programs</li> </ul>

### C. ANALYSIS OF DATA

<u>Deliverable 9</u>		<u>Due Date</u>	<u>Compensation</u>
<b>Analysis of Data</b>		<b>Monthly through June 30, 2014</b>	<b>\$2,636.42 per month including NMGR. Not to exceed a total of \$31,637.00</b>

  

Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
<b>Analyze data as requested by CYFD</b>		The Contractor shall: <ul style="list-style-type: none"> <li>• Provide data analyst services.</li> <li>• Interpret data, including statistical values, and trend analysis for submission to the Procuring Agency in the approved format for review and approval; make recommendations for adjustments.</li> <li>• Collect, evaluate, and prepare complex statistical data. Prepare statistical and narrative reports and recommendations, and participate in the analysis and interpretation of data.</li> <li>• Create standard and customized electronic reports as defined with-by Procuring Agency's Program Manager.</li> <li>• Submit monthly data analysis reports in the approved format to Procuring Agency for review and approval.</li> </ul>

**Objective #2: Provide program support, training and technical assistance to the state-funded PreK Programs in New Mexico by conducting consultant visits, statewide training sessions based on an annual plan, and coordinating the child assessment process.**

**A. ON-SITE CONSULTATION SUPPORT TO NEW MEXICO PREK TEACHING STAFF AND PROGRAM ADMINISTRATORS FOR UP TO 115CYFD PREK CLASSROOMS STATEWIDE**

<b><u>Deliverable 10</u></b>			<b><u>Due Date</u></b>	<b><u>Compensation</u></b>
<b>On-site consultation support to New Mexico PreK teaching staff and program administrators for up to 115 CYFD PreK classrooms statewide</b>			<b>Monthly through June 30, 2014</b>	<b>\$46,301.75 per month including NMGRT. Not to exceed a total of \$555,621.00</b>
<b>Task Item</b>	<b>Sub Tasks</b>	<b>SCOPE OF WORK DESCRIPTION</b>		
<b>Provide on-site consultation support to NM PreK teaching staff and program administrators for up to 115 CYFD PreK classrooms statewide</b>	<b>Sub 1</b>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> <li>• Review, update and implement NM PreK Consultant Guidelines.</li> <li>• Conduct regularly scheduled on-site classroom visits to provide consultation for NM PreK Observational Assessment Tools (authentic observation- documentation- curriculum planning process) and developmentally appropriate practice, as well as help develop, support, and track individual program goals.</li> <li>• Conduct Portfolio Coaching visits in classrooms to review and provide feedback to NM PreK teachers on authentic assessment documentation.</li> <li>• Conduct Portfolio Accountability visits in classrooms to ensure that all portfolio documentation is complete.</li> <li>• Conduct on-site NM PreK Program Administrator meetings to review progress towards goals and address concerns.</li> <li>• Communicate on-site, via email and telephone with NM PreK teachers, administrators and internal support staff regarding site visits, assessment documentation, and other NM PreK requirements.</li> <li>• Complete and deliver reports (for classroom, coaching, and accountability visits as well as administrator meetings) to NM PreK teachers, administrators, UNM CE staff and Procuring Agency's Program Manager and staff on a weekly basis. These reports must be submitted to the Procuring Agency in the approved format for review and acceptance.</li> <li>• Disseminate peer-reviewed resources to NM PreK teaching staff, internal support staff and administrators.</li> <li>• Provide enhanced on-site consultation support to programs in the Early Childhood Investment Zones in order to support intentional teacher/child interactions.</li> </ul>		
<b>Support the Procuring Agency in performance monitoring</b>	<b>Sub 2</b>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> <li>• Attend monthly/quarterly NM PreK Leadership Team meetings.</li> <li>• Record and deliver meeting notes to Procuring Agency's Program Manager in the approved format for review and acceptance.</li> <li>• Train, and evaluate performance of NM PreK consultants/trainers.</li> <li>• Track and report on consultant services and submit to Procuring Agency's Program Manager in the approved format for review and acceptance.</li> <li>• Compile and deliver NM PreK Training and Consultation Annual Report to Procuring Agency for review and acceptance.</li> <li>• Submit invoices in the approved format on a monthly basis to Procuring Agency's Program Manager for review and acceptance.</li> </ul>		

**B. NEW MEXICO PREK OBSERVATIONAL ASSESSMENT TOOLS TRAINING AND ADMINISTRATOR MEETINGS TO PREK TEACHING STAFF AND PROGRAM ADMINISTRATORS FOR UP TO 105 CYFD PREK CLASSROOMS STATEWIDE**

<b>Deliverable 11</b>	<b>Due Date</b>	<b>Compensation</b>
<b>New Mexico PreK Observational Assessment Tools Training to PreK teaching staff and program administrators for up to 115 CYFD PreK classrooms statewide</b>	<b>Monthly through June 30, 2014</b>	<b>\$12,683 per month including NMGRT. Not to exceed a total of \$152,196</b>
<b>Task Item</b>	<b>Sub Tasks</b>	<b>SCOPE OF WORK DESCRIPTION</b>
<b>Provide NM PreK Observational Assessment Tools Training and Administrator Meetings to PreK teaching staff and program administrators for up to 115CYFD PreK classrooms statewide</b>	<b>Sub 1</b>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> <li>• Design and develop an annual NM PreK Training/Meeting Calendar for FY14, which includes NM PreK Observational Assessment Tools Trainings and Administrator Meetings. Contractor shall submit calendar to the Procuring Agency in the approved format for review and acceptance.</li> <li>• Plan, develop, coordinate and deliver NM PreK Observational Assessment Tools Trainings for teachers new to NM PreK, returning teachers, internal support staff and administrators in up to 115 CYFD PreK classrooms to include: arranging dates, times, training space, training teams, registration of participants, as well as providing training content including agendas and slides, training information to PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy.</li> <li>• Plan, develop, coordinate and deliver at least two (2) NM PreK Administrator Meetings for administrators in up to 115 CYFD PreK classrooms to include: arranging dates, times, training space, training teams, registration of participants, as well as providing training content including agendas and slides, training information to PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy.</li> <li>• Prepare and provide materials for NM PreK Observational Assessment Tools Training and Administrator Meetings including proofing printed material, gathering materials, etc. as approved and accepted by the Procuring Agency.</li> <li>• Follow up on training topics during regularly scheduled consultation visits.</li> <li>• Provide enhanced/additional training and administrator meetings for programs in the Early Childhood Investment Zones in order to support intentional teacher/child interactions.</li> </ul>
<b>Support the Procuring Agency in performance monitoring</b>	<b>Sub 2</b>	<ul style="list-style-type: none"> <li>• The Contractor shall:</li> <li>• Attend monthly/quarterly NM PreK Leadership Team meetings.</li> <li>• Contract with NM Early Learning Guidelines consultant, , to attend (4) NM PreK Leadership Team meetings with the focus on working with CYFD PreK consultants who are working with CYFD programs in the Early Childhood Investment Zones.</li> <li>• Record and deliver meeting notes to Procuring Agency's Program Manager in the approved format for review and acceptance.</li> <li>• Train, and evaluate performance of NM PreK consultants/trainers.</li> <li>• Provide training attendance and evaluation reports to Procuring Agency's Program Manager in the approved format for review and acceptance.</li> <li>• Submit invoices on a monthly basis to Procuring Agency's Program Manager in the approved format for review and acceptance.</li> </ul>

C. **EARLY CHILDHOOD ENVIRONMENT RATING SCALE-REVISED (ECERS-R) SUPPORT TO NEW MEXICO PREK TEACHING STAFF AND PROGRAM ADMINISTRATORS**

<b><u>Deliverable 12</u></b>		<b><u>Due Date</u></b>	<b><u>Compensation</u></b>
<b>Early Childhood Environment Rating Scale-Revised (ECERS-R) support to New Mexico PreK teaching staff and program administrators</b>		<b>Monthly through June 30, 2014</b>	<b>\$8,507 per month including NMGRT. Not to exceed a total of \$102,084</b>
<b>Task Item</b>	<b>Sub Tasks</b>	<b>SCOPE OF WORK DESCRIPTION</b>	
<b>Provide Early Childhood Environment Rating Scale-Revised (ECERS-R/ECERS-E) support to NM PreK teaching staff and program administrators</b>	<b>Sub 1</b>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> <li>• Design and develop an annual NM PreK Training Calendar for FY14, which includes up to two (2) NM PreK Early Childhood Environmental Rating Scale-Revised/Early Childhood Environmental Rating Scale-Extension Trainings.</li> <li>• Plan, develop, coordinate and deliver up to two (2) NM PreK ECERS-R/ECERS-E Trainings to include: arranging dates, times, training space, training teams, registration of participants, as well as providing training content including agendas and slides, training information to PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy.</li> <li>• Prepare and provide materials for NM PreK ECERS-R/ECERS-E Trainings including proofing printed material, gathering materials, etc. as approved by the Procuring Agency.</li> <li>• Ensure that the training on ECERS-R and ECERS-E focuses on items related to teachers/child interactions and using the tools for self-assessment and to support a continuous quality improvement process.</li> <li>• Follow up on NM PreK ECERS-R/ECERS-E training topics and goals for classrooms during regularly scheduled consultation visits.</li> <li>• Provide enhanced/additional ECERS-R/ECERS-E training for programs in the Early Childhood Investment Zones.</li> </ul>	
<b>Support the Procuring Agency in performance monitoring</b>	<b>Sub 2</b>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> <li>• Attend monthly/quarterly NM PreK Leadership Team meetings.</li> <li>• Record and deliver meeting notes in the approved format to Procuring Agency's Program Manager for review and acceptance.</li> <li>• Train, and evaluate performance of NM PreK consultants/trainers.</li> <li>• Provide training attendance and evaluation reports to Procuring Agency's Program Manager in the approved format for review and acceptance.</li> <li>• Submit invoices on a monthly basis to Procuring Agency's Program Manager in the approved format for review and acceptance.</li> </ul>	

**FINANCIAL INFORMATION**

**UNIVERSITY OF NEW MEXICO  
DIVISION OF CONTINUING EDUCATION AND COMMUNITY SERVICES  
PREK SUPPORT  
AMENDED FOR FY14**

**Objective Number 1:**

Deliverable 7: Development, maintenance and support of website and database	\$101,346.00
Deliverable 8: Data collection and reporting	\$53,404.00
Deliverable 9: Analysis of data	\$31,637.00
<b>Objective Number 1 Subtotal:</b>	<b>\$186,387.00</b>

**Objective Number 2:**

Deliverable 10: On-site consultation support to New Mexico PreK teaching staff and program administrators for up to 115 CYFD PreK classrooms statewide. Enhance training support in the Early Childhood Investment Zones.	\$555,621.00
Deliverable 11: New Mexico PreK Observational Assessment Tools Training to PreK teaching staff and program administrators for up to 105 CYFD PreK classrooms statewide.	\$152,196.00
Deliverable 12: Early Childhood Environment Rating Scale-Revised (ECERS-R) support to New Mexico PreK teaching staff and program administrators.	\$102,084.00
<b>Objective Number 2 Subtotal:</b>	<b>\$809,901.00</b>

<b>TOTAL FOR FY13 DELIVERABLES:</b>	<b>\$996,288.00</b>
<b>TOTAL FOR FY14 DELIVERABLES:</b>	<b>\$996,288.00</b>
<b>TOTAL CONTRACT AMOUNT PER AMENDMENT 1:</b>	<b>\$1,992,576.00</b>

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

By: F. Kay-Galen Date: 7/18/13  
Yolanda Berumen-Deines, Secretary  
Children, Youth and Families Department

By: Elizabeth M. G. [Signature] Date: 7-5-13  
Contractor Elizabeth M. G. [Signature]  
University Controller

By: Dannier Anger Date: 7-19-13  
Chief Information Officer  
Children, Youth & Families Department

Approved for legal sufficiency:

By: [Signature] Date: 7/15/13  
Chief General Counsel  
Children, Youth and Families Department

Approved as to information technology contractual specifications and compliance with the Department of Information Technology Act, Laws 2007, Chapter 290 and any and all Executive Orders relating to Information Technology issued by the Governor of the State of New Mexico:

By: [Signature] Date: 26 JULY 13  
Darryl Ackley, Secretary and State CIO  
Department of Information Technology